

Site Plan Review Application

What is a Site Plan?

A Site Plan is a graphic representation of the arrangement of buildings, parking, drives, landscaping and any other structure that is part of a development project.



When do I Need to Prepare a Site Plan?

A Site Plan is required for any request to change zoning and for any development project other than traditional single-family homes. Site Plans are also required for the expansion or redevelopment of an existing non-single family structure. Below is a list of the most common projects for which site plans are required (this list is not all inclusive):

- New Commercial/retail, Office or Industrial
- New Multi-Family projects
- New Mobile Home Parks
- Any request for a change in Zoning Classification
- Redevelopment or expansion of any existing commercial, retail, office, industrial or multi-family facility

Site plans must be submitted, reviewed and approved prior to any work starting on the site.

What Should a Site Plan Include?

All Site Plans must be drawn to scale and must include at least the following:

- The location of all structures, drives and parking areas.
- A description of all proposed uses
- The location of all open space and/or recreation areas.
- The location of all pedestrian walkways
- Existing topography and any proposed grading
- The location and a description of the species of all landscaping.
- The location and description of all exterior lighting.
- The location of all easements
- The location of all utility lines.
- Elevation drawings of all sides of all structures.

How Do I Apply for Site Plan Review?

A pre-application conference with the Director of Community Development, which should occur prior to the completion of final plans, is highly recommended. The applicant must submit three (3) copies of the completed site plan and complete a one page application form. There is a fee required for all site plan reviews.

Long Does it Take to Complete a Site Plan Review

Most site plans can be reviewed within one to two weeks. The review for more complex projects can take more time. During the review process the Township may solicit comments from other agencies including the County Engineer or the Ohio Department of Transportation. The Director of Community Development will meet with other Township personnel to review the plan. Depending on the complexity of the plan, the applicant may be requested to come to a meeting to discuss the plan.

Your Community Development Staff:

Larry Fronk, Community Development Director
Gloria Condelles, Zoning Administrator
Jim Brockman, Zoning Inspector

Zoning Administration: (513) 248-3731
Director: (513) 248-3725
FAX: (513) 248-3730

Web Page: www.miamitownshipoh.gov

MIAMI TOWNSHIP

APPLICATION FOR SITE PLAN REVIEW

Office Use Only	
Fee	_____
Check #	_____
Receipt #	_____

Application No. _____

Date: _____

Applicant Name: _____ Phone : _____

Mailing Address: _____

Address of Subject Property _____

Description of Project: _____

Zoning Classification: _____

Name of Property Owner: _____

Mailing Address: _____

Architect or Engineer: _____

Mailing Address: _____

Has the Property Been subject to a previous Site Plan Review: Yes ____ No ____

If Yes, please attach the application number and a brief explanation of the project.

**** Please attached all required Site Plan Review documents and plans**

Applicant Signature: _____